

# How to Request a Garnishment Voucher

Follow this step-by-step guide to learn how to submit an online Garnishment Voucher via [MyTax.DC.gov](https://MyTax.DC.gov).

1. From the MyTax.DC.gov homepage, log in using your Username and Password.



 <p><b>Business</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Register a New Business - Form FR-500</a></li><li>&gt; <a href="#">Register a Special Event - Form FR-500B</a></li><li>&gt; <a href="#">Request a Certificate of Clean Hands</a></li></ul>	 <p><b>Individual</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Check the Status of My Refund</a></li><li>&gt; <a href="#">Learn More About DC Freefile/Fillable Forms</a></li><li>&gt; <a href="#">Respond to Verification Letter</a></li><li>&gt; <a href="#">View Tax Forms</a></li></ul>	 <p><b>Real Property</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Make a Real Property Payment</a></li><li>&gt; <a href="#">Search Real Property by Address or SSL</a></li><li>&gt; <a href="#">View More Options</a></li></ul>
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- 2. a. From your homepage, locate the **More** button and click
- b. Select the Garnishment Voucher

**BUSINESS TEST**

00002-55796  
1212 4TH ST SE APT 822  
WASHINGTON DC 20003-3612

Welcome, John Doe

You last logged in on Friday, Dec 11, 2020 8:31:53 AM

[Manage My Profile](#)

Summary Action Center <sup>3</sup> Settings

[More...](#)

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What are you looking for?

<p><b>Submissions</b></p> <p>Retrieve previously filed returns and requests.</p> <ul style="list-style-type: none"><li>Search Submissions</li></ul>	<p><b>Messages &amp; Letters</b></p> <p>View messages and letters I have received.</p> <ul style="list-style-type: none"><li>Send a Message</li><li>View Messages</li><li>View Letters</li></ul>	<p><b>Payments &amp; Returns</b></p> <p>Manage payments and returns for my accounts.</p> <ul style="list-style-type: none"><li>File or Amend Tax Returns</li><li>Manage Payments</li><li>Request for Exemption To File (FR-164)</li></ul>
<p><b>Payment Agreement</b></p> <p>Request or manage a payment agreement.</p> <ul style="list-style-type: none"><li>Request Garnishment Voucher</li><li>Update Payment Agreement Bank</li></ul>	<p><b>Registration Details</b></p> <p>Manage registration details.</p> <ul style="list-style-type: none"><li>Manage Names &amp; Addresses</li><li>Update NAICS Code</li><li>Add/Update Officer</li><li>Add/Update Contact</li></ul>	<p><b>Account Management</b></p> <p>Manage my account.</p> <ul style="list-style-type: none"><li>Register a New Tax Account</li><li>Request a Certificate of Clean Hands</li><li>Submit QHTC Self-Certification</li><li>Manage a Special Event</li></ul>
<p><b>Bulk Processing</b></p> <p>Submit tax forms in bulk for other taxpayers.</p> <ul style="list-style-type: none"><li>Request Access to Bulk Filing</li></ul>	<p><b>Access</b></p> <p>Manage access of accounts I have access to.</p> <ul style="list-style-type: none"><li>View Access</li><li>Manage Access</li><li>Register for DC Estate Tax Access</li></ul>	<p><b>Quick Links</b></p> <p>I want to...</p> <ul style="list-style-type: none"><li>View FAQs</li><li>View Tutorials</li></ul>

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3. Click "Next" to complete the Garnishment Voucher

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### Garnishment Voucher Request

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Garnishment Voucher Request

Instructions

#### Garnishment Voucher for Employer Payments

An employer who is a garnishee may submit a lump-sum garnishment payment to the Office of Tax and Revenue to satisfy garnishments for multiple employees. A garnishment voucher is used to apply the funds to the correct accounts.

Click "Next" to complete the Garnishment Voucher.

For technical assistance using MyTax.DC.gov, please contact the Office of Tax and Revenue's (OTR) e-Services Unit at (202) 759-1946. If you have any questions regarding the garnishment process, please contact OTR's Collections Division at (202) 724-5045.

Cancel < Previous **Next** >

- 4. a. Enter Total Amount Remitted and select verify total amount of payment
- b. Enter the Total Amount for Each Employee
- c. Enter Payment Amount
- d. Click Next

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### Garnishment Voucher Request

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Garnishment Voucher Request

Instructions

#### Garnishment Voucher

Total Amount Remitted	Undistributed Amount
<i>Required</i>	
<input checked="" type="checkbox"/> Verify Total Amount of Payment	
<b>Enter the total payment amount for each employee.</b>	
Filter	

Name	Account Type	Id	Payment Amount
SWANSON, RON	Individual	***-**-6123	\$70,130.00
			\$0.00
			\$0.00

4c

4d

Cancel

Previous Next

- 5. a. To add Banking information, select **“Add new bank account”**
- b. Enter all required banking information.
- c. Select **“Next”**

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### Garnishment Voucher Request

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#### Garnishment Voucher Request

Instructions    Garnishment Voucher    Bank Account

#### Select a Bank Account

If you have questions regarding this authorization, please contact the Collections Division at (202) 724-5045.

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Select	Bank	Account Type
<input type="radio"/>	Add new bank account	

#### Bank Account Details

5b

Account Type \* *Required*

Routing Number \* *Required*

Account Number \* *Required*

Confirm Account Number \* *Required*

Click here to save your bank account information on MyTax.DC.gov for future payments.

5c

Cancel

Previous Next

## 6. Make sure information is correct and select “Submit”

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### Garnishment Voucher Request

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#### Garnishment Voucher Request



#### Tax Liability

Total Amount Remitted  [Change]

Filter

Name	Account Type	Id	Balance	Payment Amount
SWANSON, RON	Individual	***-**-6123	\$70,130.00	\$10,000.00

#### Bank Account

Selected Bank:  [Change]

Bank   
Account Type    
Routing Number   
Account Number

By clicking "Submit" you agree to the terms and conditions of the District of Columbia Office of Tax and Revenue. If you made an error after submission, you may cancel your garnishment voucher **before 5:00PM EST on the same day of the submission** by following the steps outlined below.

1. Go to your home screen and click on the "More" tab.
2. Click on "Search Submissions" and select "Garnishment Voucher Request."
3. Click on "Delete" and then click "Yes."

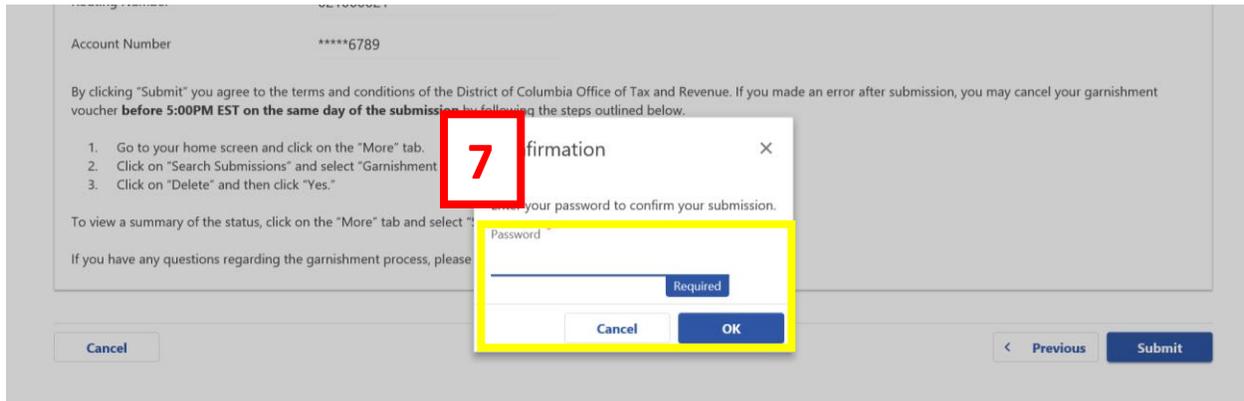
To view a summary of the status, click on the "More" tab and select "Search Submissions."

If you have any questions regarding the garnishment process, please contact OTR's Collection Division at (202) 724-5045.

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7. Enter password to continue and select "OK"



8. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

